State of Minnesota – SWIFT Project

SWIFT
Statewide Integrated Financial Tools

Accounts Payable	
Vouchers	
Accounts Payable >Vouchers > Add/Update > Regular Entry	Inquiry access to the voucher entry page to view voucher information. Search capabilities limited to fields on the voucher.
Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher	Inquiry access view voucher information. Search capabilities are robust and include ability to search by procurement prompts, such as PO ID, Contract ID, etc.
Payments	
Accounts Payable > Review Accounts Payable Info > Payments > Payment	Inquiry access to payment information. Search capabilities include payment related fields. Results include payment dates, amounts, payment method and remit address.
Related Documents	
Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status	Provides ability to search for all documents related to a voucher by Voucher ID or voucher information. Ability to drill down into transactional information for each related document.
Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order	Provides ability to view PO, Invoice and Receipt information, searching by PO ID. This is especially useful to identify a voucher that finalized a PO.
Catalog Management	
Items	
Items > MDC Item Maintenance > MDC Searches > MDC Advanced Item Search	Dynamic search page that allows for extensive user interaction in defining search parameters. User may choose various Item related tables to search and further specify the fields and values to search by. Provides advanced search capabilities to find and display related Item attributes. This includes, but not limited to, Purchasing, Manufacturer and Vendor related attributes.
Categories	
Items > MDC Item Maintenance > MDC Searches > MDC Search Item Categories	Dynamic search page that allows for extensive user interaction in defining search parameters. User may specify various Item Category fields and values to search by. Provides search capabilities to find and display related Category/UNSPSC attributes.
Commitment Control	
Budgets	

Commitment Control > Review Budget Activities > Appropriation Overview	Inquiry access to Appropriation information. Ability to search by Fund, Dept ID, Approp ID, and budget period. Provides ability to drill into further budget details.
Commitment Control > Review Budget Activities > Budget Details	Inquiry access to Budget Details. Ability to search by ledger group and a combination of Chartfields and budget period. Displays Budget, Expense, Encumbrance and Pre-Encumbrance amounts. Ability to drill into ledger and activity log for more detailed information.
Commitment Control > Review Budget Activities > Activity Log	Inquiry Access to budget activity by transaction type. Ability to view budget information and Amounts and ability to drill into details.
Budget Exceptions	
Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Requisition	Ability to view Requisition budget exceptions by Commitment Control ID, PO information or Process Instance information. Might be helpful when looking for budget exceptions by PO BU. This page is also accessible from the Error hyperlink on the transaction.
Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order	Ability to view Purchase Order budget exceptions by Commitment Control ID, PO information or Process Instance information. Might be helpful when looking for budget exceptions by PO BU. This page is also accessible from the Error hyperlink on the transaction.

ePro/Purchasing

Purchase Orders	
Purchasing > Purchase Orders > Add/Update POs	Inquiry access to Purchase Orders through the Add/Update page. Search capabilities limited to PO information. Results do not show Completed POs.
Purchasing > Purchase Orders > Review PO Information > Purchase Orders	Inquiry access to Purchase Orders through the Add/Update page. Search capabilities limited to PO information. Results include Completed POs.
Purchasing > Purchase Orders > Manage Change Orders > Review Change Orders	Inquiry access to view Change Orders.
Purchasing > Analyze Procurement > Review Procurement Information > Procurement Statistics	Inquiry access to procurement statistics related to Requisitions, PO's, and Receipts. User can filter the data by BU and/or by Period/Year.
Purchasing > Purchase Orders > Review PO Information > Accounting Entries	Inquiry access to review encumbrance data for PO's.
Requisitions	

eProcurement > Manage Requisitions	Ability to search for requisitions by certain fields on the requisition. The results are shown in a user friendly pictorial life cycle. Results include the pre-encumbrance amounts. Ability to drill into transaction details. Note: the Life Cycle does not include Strategic Sourcing information.
eProcurement > Buyer Center – Manage Purchase Orders	Inquiry access to review PO's. User search by Vendor ID, PO ID, Buyer ID, and Date Range. The results can be further filtered by PO Status.
eProcurement > Buyer Center – Analyze Procurement Data	Inquiry access to procurement data via graphs. Four graphs available, PO Status Analysis, PO Value Analysis, Requisition Status Analysis, and Vendor Analysis by Categories.
Purchasing > Requisitions > Review Requisition Information > Requisitions	Ability to search for requisitions by certain fields on the requisition. The look and feel of this search is more similar to the Purchase Order page. Note: Custom fields are not viewable from this inquiry.
Purchasing > Requisitions > Review Requisition Information > Accounting Entries	Inquiry access to review pre-encumbrance data for Requisitions.
Receipts	
Purchasing > Receipts > Review Receipt Information > Receipts	Inquiry access to receipt information. Ability to search by various fields on the receipt or Purchase Order. Ability to drill into more transaction information as well as related documents.
Purchasing > Receipts > Review Receipt Information > Partially Received POs	Inquiry access to PO and receipt information for POs that are partially received. Compares quantity and amount of PO and receipt. Ability to search by Buyer, Business Unit and PO Date Range. May help the buyer know what is outstanding and monitor transactions.
Related Documents	
Purchasing > Purchase Orders > Review PO Information > Activity Summary	Inquiry access to PO, Receipt and Invoice information. Ability to search by Purchase Order information. Provides very useful summary and detail information about the PO, receipt and invoice.

Purchasing > Purchase Orders > Review PO Information > Document Status	Provides ability to search for all documents related to a PO by PO ID or PO information. Ability to drill down into transactional information for each related document.
Purchasing > Requisitions > Review Requisition Information > Document Status	Provides ability to search for all documents related to a requisition by Req ID or requisition information. Ability to drill down into transactional information for each related document.
Purchasing > Receipts > Review Receipt Information > Document Status	Provides ability to search for all documents related to a receipt by Receipt ID or receipt information. Ability to drill down into transactional information for each related document.
Strategic Sourcing	
Events	
Sourcing > Maintain Events > Analyze Events	Inquiry access to Strategic Sourcing Events with ability to search by several Event fields. Provides ability to view event details, event responses and other event information.
Sourcing > Maintain Events > Event History	Inquiry access Event History, with ability to search by several Event fields. Provides ability to view event information and various event stages.
Related Documents	
Sourcing > Maintain Events Event > Document Status	Provides ability to search for all documents related to an event by Event ID or event information. Ability to drill down into transactional information for each related document.